



**LAKE COUNTY**  
**Board of County Commissioners**

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ES-5.03.01  
Procedure

**SUBJECT:** Property & Liability Claims Committee

**APPROVED:** December 11, 2006

**EXPIRATION DATE:**

This procedure remains in effect until superseded or cancelled.

**SUPERSEDES:** New

**ORIGINATOR:** Employee Services

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**PURPOSE & SCOPE:**

The purpose of this document is to provide a written description of the Property & Liability Claims Committee Procedures for Lake County. This document is an overview of the individual procedures which support the Property & Liability Claims Committee.

**REFERENCES:**

Chapter 768.28, Florida Statutes, Waiver of sovereign immunity in tort actions; recovery limits; limitation on attorney fees; statute of limitations; exclusions; indemnification; risk management programs.

Workers' Compensation and Property & Liability Policy (LCC-71)

Property & Liability Claims Policy (LCC-72)

Property & Liability Program (ES-5.02.02)

**APPLICABILITY:**

This procedure applies to Property & Liability Claims Committee members, which are employees of Lake County Board of County Commissioners (BCC) and employees from other Lake County agencies covered by the County's Liability program.

**PROCEDURE:**

1. Mission Statement

The purpose of the Property & Liability Claims Committee is to settle property and/or liability claims. The committee shall have the authority to do so for claims \$10,000 or less. The Property & Liability Claims Committee shall accept or give all proper releases on behalf of the County.

The Board of County Commissioners upon deeming it to be in the best interest of the program to settle a liability claim shall have the authority to do so for claims with a value greater than \$10,000 and less than \$50,000.

2. Goals and Objectives

The Property & Liability Claims Committee will focus on the following goals and functions in order to meet the mission identified above.

- A. Review of Property & Liability Reports.
- B. Attend meetings to discuss Property & Liability claims.
- C. Seek advice from the Third Party Administrator and the County Attorney when necessary.

3. Meeting Schedule

The Property & Liability Claims Committee will meet as needed.

4. Quorum Rules

A minimum 75% of the membership is required to be present in order to hold a meeting and take a vote. Resolutions and process directions are passed by a majority vote.

5. Membership

The membership of the Property & Liability Claims Committee is comprised of four employees of Lake County Board of County Commissioners with representation from the Office of Employee Services and County Attorneys Office.

6. Roles and Responsibilities

Chair - A representative from the Office of Employee Services (generally the Risk Coordinator) will chair the Property & Liability Claims Committee. The Chair will ensure the meeting agenda is completed and that assignments and commitments are achieved. The Chair will also be the technical mentor and coach of the committee by providing guidance in terms of regulatory requirements, technical resources and references, etc.

Members - Complete the functions and tasks necessary to fulfill the goals and objectives listed above.

7. Facilitation & Documents

- A. Meeting Agenda (*Attachment 1*) - The agenda will be prepared by the Chair prior to the meeting and a copy will be e-mailed to the Property & Liability Claims Committee members before the scheduled meeting occurs.

The following information will be included on the agenda:

- 1) Date, Time and Location of Meeting
- 2) Topics for Discussion (current property & liability claims)

- B. Member Sign In Sheet (*Attachment 2*) - A member sign in sheet will be maintained by the Chair and made available to the members to sign at the beginning of each meeting.

The following information will be included on the Sign In Sheet:

- 1) Date and Location of Meeting
- 2) Organization of Property & Liability Claims Committee Member
- 3) Name of Property & Liability Claims Committee Member
- 4) Space for Property & Liability Claims Committee Member Signature

C. Meeting minutes (*Attachment 3*) - Minutes will be taken at each meeting and such minutes shall include the following:

- 1) Members in attendance.
- 2) Topics discussed (current property & liability claims)

To facilitate each meeting the Chair will be responsible to ensure that the minutes are complete, accurate and submitted on a timely basis. (Minutes will also be distributed following each meeting via e-mail to the County Manager, and Property & Liability Claims Committee members.)

D. Record Keeping - All records required by these procedures will be maintained by the Chair and located in the Employee Services departmental files.

**RESERVATION OF AUTHORITY:**

The Office of Employee Services is responsible for developing, implementing and updating policies and procedures supporting employment standards, programs and benefits as delegated by the Lake County Board of County Commissioners and the County Manager. The authority to issue and/or revise this procedure is reserved for the County Manager.

Approved By: Cindy Hall, County Manager  
Date: 12/11/06

**Attachment 1**

**Property & Liability Claims Committee**  
*Lake County Board of County Commissioners*

**Agenda**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

1) Topics for Discussion

a. Claim \_\_\_\_\_

b. Claim \_\_\_\_\_

c. Claim \_\_\_\_\_

**Attachment 2**

**Property & Liability Claims Committee**  
*Lake County Board of County Commissioners*

**Member Sign In Sheet**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Organization	Name	Signature

**Attachment 3**

**Property & Liability Claims Committee**

*Lake County Board of County Commissioners*

**Meeting Minutes**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

BCC Department	Member Name

**Meeting Agenda**

- Claim \_\_\_\_\_
- Claim \_\_\_\_\_
- Claim \_\_\_\_\_

**Discussions Summary**

- Claim \_\_\_\_\_
- Claim \_\_\_\_\_
- Claim \_\_\_\_\_

Meeting adjourned: Time: \_\_\_\_\_

Respectfully submitted by \_\_\_\_\_ Employee Services.

cc: County Manager  
Property & Liability Claims Committee